

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, L Ivanciu-Wilkinson, C Osborne, P Sharman and S Sutton  
c.c. J Ivanciu- Wilkinson, R Lock, M Pettitt, M Scott, and N Thompson

You are hereby summoned to attend an Extraordinary meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 15<sup>th</sup> August 2022 commencing at 7.00pm.



Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
10 August 2022

## A G E N D A

### 1 Apologies for Absence

### 2 Declarations of Interest

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

### 3 Minutes of Previous Meeting

To consider the minutes of the extraordinary meeting of Human Resources Committee held on Monday 25<sup>th</sup> July 2022 and to approve them as a correct record of proceedings.

# Sandy Town Council

## **4 Public Participation Session**

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

## **5 Temporary Cover**

To receive a report from Town Clerk regarding staff absence and consider temporary cover on a fixed-term contract.

Appendix I

## **6 Chairmans items**

## **7 Date of next meeting** 26<sup>th</sup> September 2022

**Human Resources Committee**

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**Date:** 15<sup>th</sup> August 2022  
**Title:** Temporary Cover  
**Contact:** Nicola Sewell, Town Clerk

**Purpose of the Report**

1. To provide a report about expected staff absence and an option to cover resource.

**Recommendation**

2. That the Committee makes a recommendation to Full Council for the hire of temporary staffing on a Fixed Term Contract up to a maximum of £5,400.00 from September (two days a week for three months or three days a week for two months) to cover expected staff absence and reduce stress factors for the team.

**Background**

- 3.0 A senior member of the Admin Team is due to have an operation that will see them unavailable for work for a minimum of 6-8 weeks from 22<sup>nd</sup> August.
- 3.1 The Admin Team is already one member of staff short following the resignation of another member and will remain so until a Deputy Clerk is recruited. This appointment is unlikely to be in place before the beginning of October.
- 3.2 The Council is moving into a busy time with budget setting, the Christmas lights switch on and Remembrance parade on the horizon, on top of ongoing projects such as the cemetery extension, allotment and community orchard and development of the Jenkins Pavilion.
- 3.3 A local, retired Clerk, with 30+ years of experience, has recently contacted the Town Council to promote their services on short/part time basis. They are looking for work from the beginning of September as their current contract with another town council ends in August.

**Information/proposal**

- 4.0 Due to the seniority of the member of staff due to be absent, it would be necessary to hire an experienced person to cover the position, either through SLCC or another sector related agency.
- 4.1 Agency fees can be expensive so hiring direct as per the above offer will see a cost saving for the council.
- 4.2 STC will need to have a temp/staff cover in place from the beginning of September for 3 months, enabling STC to recruit and bed in the new Deputy Clerk, while covering for a senior team member's absence.

**Financial Implications**

5. The HR budget for the admin team across the year is £129,250. After current salaries and the predicted costs for the Deputy Clerk role have been taken into consideration, there is £6,858 left in the budget to cover costs.

**Policy Implications**

6. Taking pro-active measures to reduce potential stress on all staff members due to foreseen team member absence upholds the principles of the Council's Stress Management Policy and ensures that staff are not overworked while compensating for the lack of team members at any time over this period.

**Legal Powers**

7. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)